

MISSOURI STATE DOCUMENTS CLASSIFICATION
POST-REORGANIZATION AGENCY CODES

AND

FORM DIVISIONS

MISSOURI STATE LIBRARY

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DOCUMENTS DIVISION

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POST-REORGANIZATION AGENCY CODES

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FORM DIVISIONS

The Missouri State Documents Classification System was developed at the Missouri State Library in 1972. It has been used by the State Library since that time. In July 1974 a complete reorganization of state government changed the names and organizational structure of the great majority of state agencies. Upon consultation with other libraries wishing to adopt the Missouri Classification System as of July 1974, the decision was made by the State Library to revise the Missouri State Documents Classification System to bring it into conformity with State Government Reorganization. As a result, most agencies are now grouped under the fourteen major departments mandated by State Government Reorganization.

The fourteen major departments are designated by capital letters, which may be initials of words in the agency name or the first two or three letters of the first word. After a period, a division within a department is indicated by a code composed of two or three letters from the division's name, with only the first letter capitalized. Occasionally a further breakdown is needed to indicate a subdivision or program which publishes under its own name. In these cases, a slash and further letters are used.

The classification system is still evolving. Revisions of this guide showing additions and corrections will be published as needed. Most libraries will be interested only in agency codes currently in use; therefore, this list includes only Post-Reorganization codes. A list of agency codes used by the State Library in 1972-1974 may be obtained from the Documents Division.

This guide is arranged as follows:

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CODES

AD	ADMINISTRATION, OFFICE OF
AD.Ac	Accounting Division
AD.Bu	Budget Division; Budget & Planning Division, 10/1/75+
AB.Bu/Tr	Transportation Policy Council, State
AD.De	Design & Construction Division
AD.EI	Electronic Data Processing Division
AD.Per	Personnel Division
AD.PI	State Planning & Analysis Division; from 10/1/75, see AD.Bu
AD.Pu	Purchasing Division
AG	AGRICULTURE DEPARTMENT
AG.An	Animal Health Division
AG.Au	Audits & Compliance Division
AG.Cr	Crop & Livestock Reporting Division
AG.Da	Dairy & Poultry Division
AG.Fa	Fairs Division
AG.Gr	Grain Inspection & Weighing Division
AG.Pla	Plant Industries Division
AG.We	Weights & Measures Division
ATG	ATTORNEY GENERAL
AUD	AUDITOR
CARL	CONSUMER AFFAIRS, REGULATION, & LICENSING DEPARTMENT
CARL.Ad	Administrative Hearing Commission
CARL.Am	American Revolution Bicentennial Commission (ceased Jan. 1, 1977)
CARL.Art	Arts, State Council on the
CARL.Co	Commerce & Industrial Development Division
CARL.Com	Community Development Division
CARL.Cr	Credit Unions Division
CARL.Env	Environmental Improvement Authority
CARL.Fi	Finance Division
CARL.Ho	Housing Development Commission
CARL.Hu	Human Rights Commission
CARL.Ins	Insurance Division
CARL.Ja	Jackson County Sports Complex Authority
CARL.Pu	Public Service Commission
CARL.Pub	Public Counsel
CARL.Re	Professional Registration Division
CARL.Re/Ac	Accountancy, State Board of
CARL.Re/Ar	Architects, Professional Engineers & Land Surveyors, Mo. Board for
CARL.Re/At	Athletics, Office of
CARL.Re/Ba	Barber Examiners, State Board of
CARL.Re/Ch	Chiropractic Examiners, State Board of
CARL.Re/Co	Cosmetology, State Board of
CARL.Re/De	Dental Board
CARL.Re/Em	Embalmers & Funeral Directors, State Board of

CARL	CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT (CON'T.)
CARL.Re/He	Healing Arts, State Board of Registration for the
CARL.Re/Hea	Hearing Aid Dealers & Fitters, Council for
CARL.Re/Nu	Nursing, State Board of
CARL.Re/Op	Optometry, State Board of
CARL.Re/Ph	Pharmacy, State Board of
CARL.Re/Po	Podiatry, State Board of
CARL.Re/Re	Real Estate Commission
CARL.Re/Ve	Veterinary Medical Board
CARL.Sa	Savings and Loan Supervision Division
CARL.To	Tourism Division
COM	COMPENSATION COMMISSION (Dec. 21, 1976-March 4, 1977)
CON	CONSERVATION DEPARTMENT
CON.Fi	Fisheries Division
CON.Fo	Forestry Division
CON.Wi	Wildlife Division
ED	ELEMENTARY AND SECONDARY EDUCATION DEPARTMENT
ED.Sch	School Food Service
EL	ELECTIONS COMMISSION
GA	GENERAL ASSEMBLY
GA.Fis	Fiscal Affairs Committee
GA.Ho	House of Representatives
GA.Ins	Joint Interim Committee on Insurance
GA.Leg	Legislative Research Committee
GA.Sen	Senate
GA.Sen/Co	Committee on Constitutional Amendments and Reorganization
GA.Sen/Ro	Select Committee on the Rock Festival
GOV	GOVERNOR
HI	HIGHER EDUCATION DEPARTMENT
HI.Ce*	Central Missouri State University
HI.Ce/Cr	Criminal Justice Administration Department
HI.Ce/Soc	Social Science Division
HI.Li	Library, State
HI.Lin	Lincoln University
HI.Man	Higher Education - Manpower Project
HI.Ne	Northeast Missouri State University
HI.Nw	Northwest Missouri State University
HI.UM	University of Missouri (university-wide)
HI.UMC	University of Missouri-Columbia
HI.UMC/Ag	Agriculture College
HI.UMC/Bu	Business & Public Administration College
HI.UMC/Ec	Economics Department
HI.UMC/Ex	Extension Division
HI.UMC/For	School of Forestry, Fisheries & Wildlife
HI.UMC/Go	Governmental Affairs Program

HI	HIGHER EDUCATION DEPARTMENT (CON'T.)
HI.UMC/Mi	University of Mid-America
HI.UMC/Rec	Recreation & Park Administration Department
HI.UMC/Reg	Regional & County Affairs Department
HI.UMC/Soc	Sociology & Rural Sociology Department
HI.UMKC	University of Missouri-Kansas City
HI.UMR	University of Missouri-Rolla
HI.UMR/Mi	Department of Mining, Petroleum & Geological Engineering
HI.UMSL	University of Missouri-St. Louis
HI.UMSL/Ex	Extension
HI.Se	Southeast Missouri State University
HI.So	Missouri Southern College
HI.Sw	Southwest Missouri State University
HI.We	Missouri Western College

*Universities will be subdivided into colleges, departments, etc. as needed

HIGH	HIGHWAY DEPARTMENT
HIGH.Ma	Maintenance & Traffic Division
HIGH.Mat	Materials & Research Division
HIGH.Pla	Planning Division
HIGH.Ri	Right of Way Division

JUD	JUDICIAL DEPARTMENT
JUD.Con	Judicial Conference
JUD.Su	Supreme Court

LG	LIEUTENANT GOVERNOR
LG.Om	Ombudsman Program
LG.Vo	Volunteer Program

LI	LABOR & INDUSTRIAL RELATIONS DEPARTMENT/COMMISSION
LI.Em	Employment Security Division
LI.La	Labor Standards Division
LI.Me	Mediation, State Board of
LI.Wo	Workmen's Compensation Division
LI.Wom	Women, Commission on the Status of

MCA	MISSOURI COMMITTEE FOR AGRICULTURE--AMERICAN REVOLUTION BICENTENNIAL
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MH	MENTAL HEALTH DEPARTMENT
MH.Alb	Albany Regional Diagnostic Clinic
MH.Far	Farmington State Hospital
MH.Ful	Fulton State Hospital
MH.Han	Hannibal Regional Diagnostic Clinic
MH.Hig	Higginsville State School and Hospital
MH.Jop	Joplin Regional Diagnostic Clinic
MH.Kan	Kansas City Regional Diagnostic Clinic
MH.Kir	Kirksville Regional Diagnostic Clinic
MH.Mal	Malcolm Bliss Mental Health Center

MH	MENTAL HEALTH DEPARTMENT (CON'T.)
MH.Mar	Marshall State School & Hospital
MH.Mid	Mid-Missouri Mental Health Center
MH.Nev	Nevada State School & Hospital
MH.Pop	Poplar Bluff Regional Diagnostic Clinic
MH.Rol	Rolla Regional Diagnostic Clinic
MH.Sik	Sikeston Regional Diagnostic Clinic
MH.Spr	Springfield Regional Diagnostic Clinic
MH.StJ	St. Joseph State Hospital
MH.StLS	St. Louis State School & Hospital
MH.StLD	St. Louis Developmental Disabilities Treatment Center
MH.StLR	St. Louis Regional Center for Developmentally Disabled
MH.Wes	Western Missouri Mental Health Center

NR	NATURAL RESOURCES DEPARTMENT
NR.Env	Environmental Quality Division
NR.Env/Ai	Air Conservation Commission/Program
NR.Env/La	Land Reclamation Commission
NR.Env/So	Solid Waste Management Program
NR.Env/Soi	Soil & Water Districts Commission
NR.Env/Wa	Water Quality Program (Clean Water Commission)
NR.Ge	Geological Survey; from 1/1/76, Geology & Land Survey Division
NR.Hi	Historical Survey & Planning Office, to Fall 1975 and Office of Historic Preservation, 8/16/77+ (In Fall 1975, name changed to Office of Historic Preservation within Planning & Policy Development Division. In departmental reorganization of 8/16/77, Office of Historic Preservation was again made responsible directly to Director of Natural Resources Department. For classification between Fall 1975 and 8/16/77, see NR.Pp/Hi)
NR.Pa	Parks & Recreation Division
NR.Pa/Ou	Outdoor Recreation Program, 8/16/77+ (Earlier, see NR.Pp/Ou)
NR.Po	Policy Development Division (Name changed by departmental reorganization 8/16/77. Earlier, see NR.Pp)
NR.Po/En	Energy Agency, 8/16/77+ (Earlier, see NR.Pp/En)
NR.Po/Po	Policy Research Office (Established by departmental reorganization 8/16/77.)
NR.Pp	Planning & Policy Development Division. (Name changed by departmental reorganization 8/16/77. Later, see NR.Po.)
NR.Pp/En	Energy Agency, to 8/16/77 (Later, see NR.Po/En)
NR.Pp/Hi	Office of Historic Preservation, Fall 1975 - 8/16/77. (Earlier and later, see NR.Hi)
NR.Pp/Ou	Outdoor Recreation Program, to 8/16/77. (Transferred by departmental reorganization 8/16/77. Later, see NR.Po/Ou)

PS	PUBLIC SAFETY DEPARTMENT
PS.Adj	Adjutant General
PS.Adj/Di	Disaster Planning & Operations Office

PS	PUBLIC SAFETY DEPARTMENT (CON'T.)
PS.Adj/Na	National Guard
PS.Cr	Criminal Justice Council
PS.Fi	Fire Marshal
PS.Hi	Highway Safety Division
PS.Hp	Highway Patrol
PS.Li	Liquor Control Division
PS.Wa	Water Safety Division
RET	STATE EMPLOYEES' RETIREMENT SYSTEM
REV	REVENUE DEPARTMENT
REV.Hi	Highway Reciprocity Commission
REV.Mo	Motor Vehicles & Licensing Division
REV.Ta	Taxation & Collection Division
REV.Tax	Tax Commission
SCH	PUBLIC SCHOOL RETIREMENT SYSTEM
SOC	SOCIAL SERVICES DEPARTMENT
SOC.Cor	Corrections Division
SOC.Cor/C1	Classification & Assignment Section
SOC.Fa	Family Services Division
SOC.He	Health Division
SOC.He/Ce	Center for Health Statistics
SOC.Pr	Probation & Parole Board
SOC.Sp	Special Services Division
SOC.Sp/Ag	Aging Office
SOC.Sp/Ec	Economic Opportunity Office
SOC.Sp/He	Comprehensive Health Planning Office, to 9/1/76; name changed 9/1/76 to State Health Planning & Development Agency
SOC.Sp/Ma	Manpower Planning Office
SOC/Ve	Veterans' Affairs Division
SS	SECRETARY OF STATE
SS.Ad.	Administrative Rules Division
SS.Re	Records Management & Archives
SS.Se	Securities Division
TR	TREASURER
TRA	TRANSPORTATION DEPARTMENT
TRA.Bi	Bi-State Development Agency

AGENCY INDEX

Accountancy, State Board of	CARL.Re/Ac
Accounting Division	AD.Ac
Adjutant General	PS.Adj
Administration, Office of	AD
Administrative Hearing Commission	CARL.Ad
Administrative Rules Division	SS.Ad
Aging Office	SOC.Sp/Ag
Agriculture College (UMC)	HI.UMC/Ag
Agriculture Department	AG
Agriculture, Missouri Committee for--American Revolution Bicentennial	MCA
Air Conservation Commission/Program	NR.Env/Ai
Albany Regional Diagnostic Clinic	MH.A1b
American Revolution Bicentennial Commission	CARL.Am
Animal Health Division	AG.An
Architects, Professional Engineers & Land Surveyors, Mo. Board for	CARL.Re/Ar
Archives	SS.Re
Arts, State Council on the	CARL.Art
Athletics, Office of	CARL.Re/At
Attorney General	ATG
Auditor	AUD
Audits & Compliance Division	AG.Au
Barber Examiners, State Board of	CARL.Re/Ba
Bi-State Development Agency	TRA.Bi
Bicentennial Commission	CARL.Am
Budget Division	AD.Bu
Budget & Planning Division	AD.Bu
Business & Public Administration College (UMC)	HI.UMC/Bu
Center for Health Statistics	SOC.He/Ce
Central Missouri State University	HI.Ce
Chiropractic Examiners, State Board of	CARL.Re/Ch
Classification & Assignment Section	SOC.Cor/CI
Clean Water Commission, see Water Quality Program	
Commerce & Industrial Development Division	CARL.Co
Community Development Division	CARL.Com
Comprehensive Health Planning Office	SOC.Sp/He
Conservation Department	CON
Constitutional Amendments & Reorganization, Senate Committee on	GA.Sen/Co
Consumer Affairs, Regulation, & Licensing Department	CARL
Corrections Division	SOC.Cor
Cosmetology, State Board of	CARL.Re/Co
Courts, see Judicial Department	
Credit Unions Division	CARL.Cr
Criminal Justice Administration Department (CMS)	HI.Ce/Cr
Criminal Justice Council	PS.Cr

Crop & Livestock Reporting Division	AG.Cr
Dairy & Poultry Division	AG.Da
Dental Board	CARL.Re/De
Design & Construction Division	AD.De
Disaster Planning & Operations Office	PS.Adj/Di
EDP Division	AD.EI
Economic Opportunity Office	SOC.Sp/Ec
Elections Commission	EL
Electronic Data Processing Division	AD.EI
Elementary & Secondary Education Department	ED
Embalmers & Funeral Directors, State Board of	CARL.Re/Em
Employment Security Division	LI.Em
Energy Agency	NR.Pp/En, NR.Po/En
Environmental Improvement Authority	CARL.Env
Environmental Quality Division	NR.Env
Extension Division	HI.UMC/Ex
Fair, State	AG.Fa
Fairs Division	AG.Fa
Family Services Division	SOC.Fa
Farmington State Hospital	MH.Far
Finance Division	CARL.Fi
Fire Marshal	PS.Fi
Fiscal Affairs Committee	GA.Fis
Fisheries Division	CON.Fi
Forestry Division	CON.Fo
Forestry, Fisheries & Wildlife, School of, UMC	HI.UMC/For
Fulton State Hospital	MH.Ful
General Assembly	GA
Geology & Land Survey Division	NR.Ge
Governmental Affairs Program	HI.UMC/Go
Governor	GOV
Grain Inspection & Weighing Division	AG.Cr
Hannibal Regional Diagnostic Clinic	MH.Han
Healing Arts, State Board for the Registration of	CARL.Re/He
Health Division	SOC.He
Health Planning & Development Agency, State	SOC.Sp/He
Health Planning, Comprehensive, Office of	SOC.Sp/He
Health Statistics, Center for	SOC.He/Ce
Hearing Aid Dealers & Fitters, Council for	CARL.Re/Hea
Higginsville State School & Hospital	MH.Hig
Higher Education Department	HI
Higher Education - Manpower Project	HI.Man
Highway Department	HIGH
Highway Patrol	PS.Hp
Highway Reciprocity Commission	REV.Hi
Highway Safety Division	PS.Hi
Historic Preservation Office	NR.Pp/Hi, NR.Hi
Historical Society, State	HI.Hi

Historical Survey & Planning Office
House of Representatives
Housing Development Commission
Human Rights Commission

NR.Hi
GA.Ho
CARL.Ho
CARL.Hu

Insurance Division
Insurance, Joint Interim Committee on

CARL.Ins
GA.Ins

Jackson County Sports Complex Authority
Joplin Regional Diagnostic Clinic
Judicial Conference
Judicial Department

CARL.Ja
MH.Jop
JUD.Con
JUD

Kansas City Regional Diagnostic Clinic
Kirksville Regional Diagnostic Clinic

MH.Kan
MH.Kir

Labor & Industrial Relations Commission
Labor & Industrial Relations Department
Labor Standards Division
Land Reclamation Commission
Legislative Research Committee
Library, State
Lieutenant Governor
Lincoln University
Liquor Control Division

LI
LI
LI.La
NR.Env/La
GA.Leg
HI.Li
LG
HI.Lin
PS.Li

Maintenance & Traffic Division
Malcolm Bliss Mental Health Center.
Manpower Planning Office
Marshall State School & Hospital
Materials & Research Division
Mediation, State Board of
Mental Health Department
Mid-Missouri Mental Health Center
Missouri Committee for Agriculture--American Revolution Bicentennial
Missouri Southern College
Missouri Western College
Motor Vehicles & Licensing Division

HIGH.Ma
MH.Ma1
SOC.Sp/Ma
MH.Mar
HIGH.Mat
LI.Me
MH
MH.Mid

MCA
HI.So
HI.We
REV.Mo

National Guard
Natural Resources Department
Nevada State School & Hospital
Northeast Mo. State University
Northwest Mo. State University
Nursing, State Board of

PS.Adj/Na
NR
MH.Nev
HI.Ne
HI.Nw
CARL.Re/Nu

Ombudsman
Optometry, State Board of
Outdoor Recreation Program

LG.Om
CARL.Re/Op
NR.Pp/Ou, NR.Pa/Ou

Parks & Recreation Division
Personnel Division

NR.Pa
AD.Per

Pharmacy, State Board of	CARL.Re/Ph
Planning & Analysis Division, State	AD.PI
Planning & Policy Development Division	NR.Pp
Plant Industries Division	AG.PI
Podiatry, State Board of	CARL.Re/Po
Policy Development Division	NR.Po
Policy Research Office	NR.Po/Po
Poplar Bluff Regional Diagnostic Clinic	MH.Pop
Probation & Parole Board	SOC.Pr
Professional Registration Division	CARL.Re
Public Counsel	CARL.Pub
Public Safety Department	PS
Public School Retirement System	SCH
Public Service Commission	CARL.Pu
Purchasing Division	AD.Pu
Real Estate Commission	CARL.Re/Re
Records Management & Archives Service	SS.Re
Registration Division, Professional	CARL.Re
Retirement System, Public School	PUB
Retirement System, State Employees'	RET
Right of Way Division	HIGH.Ri
Rock Festival, Select Committee on (Senate)	GA.Sen/Ro
Rolla Regional Diagnostic Clinic	MH.RoI
Savings & Loan Supervision Division	CARL.Sa
School Food Services	ED.Sch
Secretary of State	SS
Securities Division	SS.Se
Senate	GA.Sen
Sikeston Regional Diagnostic Clinic	MH.Sik
Social Science Division (CMS)	HI.Ce/Soc
Social Services Department	SOC
Soil & Water Districts Commission	NR.Env/Soi
Solid Waste Management Program	NR.Env/So
Southern College, Missouri	HI.So
Southeast Mo. State University	HI.Se
Southwest Mo. State University	HI.Sw
Special Services Division	SOC.Sp
Springfield Regional Diagnostic Center	MH.Spr
St. Joseph State Hospital	MH.StJ
St. Louis State School & Hospital	MH.StLS
St. Louis Developmental Disabilities Treatment Center	MH.StLD
State Employees' Retirement System	RET
State Health Planning & Development Agency	SOC.Sp/He
State Planning & Analysis Division	AD.PI
Status of Women Commission	LI.Wom
Supreme Court	JUD.Su
Tax Commission	REV.Tax
Taxation & Collection Division	REV.Ta
Tourism Division	CARL.To
Transportation Department	TRA

Transportation Policy Council
Treasurer

AD.Bu/Tr
TR

University of Missouri (university-wide)
University of Missouri-Columbia
University of Missouri-Kansas City
University of Missouri-Rolla
University of Missouri-St. Louis

HI.UM
HI.UMC
HI.UMKC
HI.UMR
HI.UMSL

Veterans' Affairs Division
Veterinary Medical Board
Volunteer Program

SOC.Ve
CARL.Re/Ve
LG.Vo

Water Safety Division
Water Quality Program (Clean Water Commission)
Weights & Measures Division
Western College, Missouri
Western Mo. Mental Health Center
Wildlife Division
Women, Commission on the Status of
Workmen's Compensation Division

PS.Wa
NR.Env/Wa
AG.We
HI.We
MH.Wes
CON.Wi
LI.Wom
LI.Wo

FORM DIVISIONS

Uniform numerical codes are used for the following types of publications:

- 1 Annual reports
- 1B. Biennial reports
- 2 General publications (monographs of all types, except those which fall into one of the other general classes)
- 3 Maps
- 4 Directories
- 5 Laws, rules & regulations
- 6 Bibliographies & lists of publications

Numerals from "7" on are assigned individually to series published by various agencies. An effort is made to assign "10" to the major periodical of each agency; however, this is not always possible to ascertain in advance.

A separate publication, Missouri Government Publications: Class Number Assignments for Serials and other Revised Titles, September 1, 1977, lists titles which have been assigned designations beginning with "7", as well as class numbers for cuttered publications which are published regularly. Updates to this list will be published; in addition, new class number assignments appear in the monthly Missouri State Government Publications checklist and on depository shipping lists.

COMMENTS

A few additional comments for libraries intending to adopt the Missouri State Documents classification system:

The Missouri Documents classification is based on the same principles as Superintendent of Documents classification; that is, the arrangement follows the organizational structure of the government, changing when it changes. Why imitate SuDoc, when librarians have so many problems following the SuDoc class changes? Simply because in spite of the problems inherent in a system which is subject to the whims of government in renaming and relocating its agencies, we find that we need an arrangement by agency. We have too many requests like "Let me see what the Commerce & Industrial Development Division publishes" and "What has the new Department of Natural Resources produced?" to go to any other arrangement. Hopefully, the addition of subject cataloging in the future will alleviate many of the problems of an agency arrangement.

The structure of the classification designation of each document follows:

MO

department/division/smaller unit or program

form designation: year

year/month

volume/number

number (for numbered series)

choice of one

cutter (for monograph or other

non-serial publications)

Agency Codes

"MO" precedes all codes to distinguish Missouri documents from other collections in the library. The department code is composed of capital letters, which may be initials or the first two or three letters of the first word. The Department of Consumer Affairs, Regulation, and Licensing, for example, is designated by "CARL," its commonly used acronym; the Department of Social Services is "SOC." After a period, the division code is composed of two or three letters from the division's name, with only the first letter capitalized. The State Library, which falls under the Department of Higher Education, thus becomes "HI.Li." In the majority of cases, this is sufficient agency designation. Occasionally, however, a further breakdown is needed to indicate a subdivision or program which publishes under its own name. In these cases, a slash and further letters are used, as "CARL.Re/Ac" for the State Board of Accountancy, a unit of the Professional Registration Division of the Department of CARL. We chose this method of designation because we feel that the use of letters allows an "eye recognition" of agencies indicated in the classification number which is more difficult to achieve with the numerals used by SuDocs for divisions.

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